

# POSITION DESCRIPTION (Please Follow Instructions on the Back)

1 Reason for Submission				3 Service		4 Employing Office Location		5 Duty Station		1 Agency Position No. NL09808	
<input checked="" type="checkbox"/> Redescription		<input type="checkbox"/> New		<input type="checkbox"/> Hours <input checked="" type="checkbox"/> Field		ORLANDO, FL		Fort Polk, LA		6 OPM Certification No.	
<input type="checkbox"/> Reestablishment		<input type="checkbox"/> Other		7 Fair Labor Standards Act.		<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8 Financial Statements Required		9 Subject to IA Action	
10 Position Status				11 Position Is				12 Sensitivity			
<input checked="" type="checkbox"/> Competitive				<input type="checkbox"/> Supervisory				<input type="checkbox"/> 1-Non-Sensitive			
<input type="checkbox"/> Excepted (Specify in Remarks)				<input type="checkbox"/> Managerial				<input type="checkbox"/> 3-Critical Sensitive			
<input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CRI)				<input checked="" type="checkbox"/> Neither				<input checked="" type="checkbox"/> 2-Noncritical Sensitive			
<input type="checkbox"/> 4-Special Sensitive											
15 Classified/Graded by		Official Title of Position						Pay Plan		Occupational Code	
a. U.S. Office of Personnel Management											
b. Department, Agency or Establishment											
c. Second Level Review											
d. First Level Review		PROJECT DIRECTOR						GS		0301	
e. Recommended by Supervisor or Initiating Office										13	
										9-27-95	
16 Organizational Title of Position (if different from official title)						17. Name of Employee (if vacant, specify)					
18. Department, Agency, or Establishment						c. Third Subdivision					
DEPARTMENT OF THE ARMY						DIRECTORATE OF LOGISTICS (L)					
a. First Subdivision						d. Fourth Subdivision					
U.S. ARMY MATERIEL COMMAND											
b. Second Subdivision						e. Fifth Subdivision					
STRICOM											
Employee Review—This is an accurate description of the major duties and responsibilities of my position.						Signature of Employee (optional)					
20 Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.											
a. Typed Name and Title of Immediate Supervisor						b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)					
LOUIS A. SUCICH, JR., DIRECTOR FOR LOGISTICS											
Signature						Signature					
Date						Date					
21 Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.						22. Position Classification Standards Used in Classifying/Grading Position					
Typed Name and Title of Official Taking Action						USOPM PCS for Misc Admin and Analyst Series, GS-301, Jan 79; and Management Analyst Series, GS-343, Aug 90.					
JAMES M. SKURKA, DEPUTY TO THE COMMANDER						Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.					
Signature						Date					
4-28-95											
23 Position Review		Initials		Date		Initials		Date		Initials	
a. Employee (optional)											
b. Supervisor											
c. Classifier											
POSITION IS AT THE FULL PERFORMANCE LEVEL											
BUS: 7777											
25 Description of Major Duties and Responsibilities (See Attached)											

## **LIAISON OFFICER GS-301 SERIES**

### **INTRODUCTION**

Position is assigned to the Directorate for Logistics, U.S. Army Simulation, Training and Instrumentation Command (STRICOM) and is physically located at one of the Army's three Combat Training Centers (CTC); National Training Center (NTC) FT. Irwin, CA., Combat Maneuver Training Center (CMTTC), Hohenfels, GE., Joint readiness Training Center (JRTC) FT. Polk, LA. Position is the primary field interface between the CTC and STRICOM. The STRICOM Liaison Officer (LNO) serves as the representative to the Commander of the CTC and his staff for all actions involving training devices, simulators, simulations, instrumentation systems and range support that are assigned to STRICOM. These systems integrate complex electronic designs and computer software to meet military training and instrumentation requirements. The systems may stand alone or interact with other training devices/tactical hardware, and involve high dollar values. This position requires ingenuity, initiative, and resourcefulness in the development of strategies and action plans that support the fielding and life cycle management of STRICOM equipment.

### **MAJOR DUTIES AND RESPONSIBILITIES**

1. Serves as Liaison Officer with oversight responsibility for coordinating the testing, fielding and life cycle support of training devices, instrumentation simulators and simulations at the CTC. Makes formal and informal presentations to the CTC upper-level leadership and staff on current status and planned future actions as pertain to STRICOM managed programs. Maintains current information on the status of STRICOM activities at the CTC through participation in exercises, conferences, briefings, and staff meetings. Advises the STRICOM staff of current training philosophies, trends, and techniques being advocated at the center. Supports and assists Project Management Offices and Director for Logistics by working with the user in defining requirements and/or interpretation of requirements relative to STRICOM's acquisition of equipment for the center. Serves as coordination point with the CTC and STRICOM on recommended changes from either activity. Provides a weekly report covering significant actions/events to STRICOM.  
85%
2. Provides assistance and operational support to STRICOM personnel on temporary duty at the CTC. Responsible for property accountability of all non-expendable STRICOM property located at the CTC. Performs 100% annual inventory of property, reporting excesses and completing necessary forms for transfer of property as required.  
15%

Performs other duties as assigned.

#### **Factor 1-Knowledge Required by the Position:**

Extensive knowledge of the acquisition process, logistics support planning, implementation and

execution to the extent that experience and sound judgement is utilized to resolve acquisition and supportability problems.

Extensive technical knowledge of and experience with highly complex state-of-the-art electronic simulation and instrumentation equipment and simulations.

Comprehensive knowledge of management principles and methodology.

Broad knowledge of military organization, protocol, procedures and inter-command relationships. Ability to plan, organize and direct work to accomplish a variety of tasks performed by multi-disciplinary teams; ability to analyze situations, identify problems and recommend courses of action.

Ability to communicate effectively in writing and in person-to-person contacts.

**Factor 2 - Supervisory Controls:**

Works in concert with and under the general supervision of the Director of Logistics who defines policy, objectives, and general operational guidelines. Due to the remote location and lack of day-to-day direct contact, the incumbent is expected to utilize ingenuity, initiative, and resourcefulness in the development of strategies and action plans that support STRICOM fielding and life cycle management goals. Incumbent frequently will be called upon to brief or participate in discussion with general officers and senior staff officers where agreements and decisions can become binding on STRICOM. Based on that framework, the incumbent has authority to make decisions, commitments, and conclusions with respect to specific programs within established parameters. Work is reviewed for overall effectiveness, adherence to policy directives, and the successful accomplishment of STRICOM objectives.

**Factor 3 - Guidelines:**

Guidelines include Department of Defense, Department of Army, STRICOM and CTC regulations, directives, handbooks, precedents and records of previous programs. While guides are generally applicable, incumbent uses considerable judgement in dealing with unique problems such as changing requirements and schedules and makes adaptations to guidelines for specific program requirements.

**Factor 4 - Complexity:**

Assignments involve working with emerging concepts producing new and varied problems to be solved, which demand technical expertise and knowledge of Department of Army training requirements, highly complex electronic training equipment, and state of-the-art simulators and

simulations. Requires the incumbent to be especially versatile in adapting, modifying, or making comprises with traditional approaches to support and originate new techniques for improving support. Maintains responsibility for resolving divergent viewpoints and for making critical decisions resulting from unforeseen situations which develop on an almost daily basis. Establishes processes and procedures to facilitate accomplishment of assigned work. Analyzes assigned projects, ascertains the status of projects, difficulties encountered, etc.

**Factor 5 - Scope and Effect:**

**Purpose:** The purpose of the work is to provide expertise as a liaison officer by furnishing advisory, planning, or reviewing services on CTC problems, projects, programs and functions.

**Impact:** Work has impact on performance, schedule and cost of training systems to be developed for, fielded and/or installed at the CTC.

**Factor 6 - Personal Contacts:**

Personal contacts within DoD include Project/Program Managers and Project Directors, engineers, logistics managers, element managers, procurement personnel, military officers, officials and managers of the CTC. Contacts outside of DoD will include domestic contractors and representatives of foreign contractors and governments.

**Factor 7 - Purpose of Contacts:**

The purpose of contacts with U.S. Army personnel are for gathering information, providing guidance, and advise concerning requirements, development, implementation and future planning that assures materials, funding, manpower and other acquisition and logistics efforts are available for training systems developed by STRICOM and fielded to the CTC. Contacts outside the U.S. Army are to explain the U.S. Army's acquisition and support system. Fact finding for purpose of resolving conflicting opinions on issues among organizations or individuals.

**Factor 8 - Physical Requirements:**

Work is sedentary; however significant walking, some bending and climbing are required to inspect training devices at various stages of installation and observe operations once installed. Significant local travel by off-road vehicle is required.

**Factor 9 - Work Environment:**

Work is performed primarily in an office setting. There will be frequent exposure to inclement weather conditions and noise at training ranges and facilities. Approximately 10 percent temporary duty travel is required.

**NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# NL 0019-2007**

"The employee must meet DoD 5000.52-M requirements applicable to the duties of the position."